



DESIGN REVIEW APPLICATION GUIDELINES

MAJOR DESIGN REVIEW is required for:

1. All new structures for which a building permit is required
2. All additions to commercial, industrial, mixed-use or public-use structures; and
3. Additions to residential structures, which are greater than eighty (80) square feet, or additions located on a second-story or above.

MINOR DESIGN REVIEW is required for:

1. Improvements to commercial, industrial, mixed-use or public-use structures, which are not additions;
2. Improvements to residential structures which are eighty (80) square feet or less, and not located on a second-story or above;
3. Improvements, including additions, to residential structures which have been reviewed and approved by a property owner's association created pursuant to conditions, covenants, and restrictions and which is required to approve improvements;
4. All parking lot improvements;
5. Paving of City sidewalk planter strips;
6. Fences above four-feet (4') in height in the front yard of residential properties. *

EXEMPTIONS to Design Review include:

1. Interior improvements, excluding expansion of habitable floor area;
2. Replacement-in-kind;
3. Installation of skylights;
4. Fences; (except otherwise listed above*)
5. Reroofing, when no structural alteration will take place;
6. Foundation work, when there is no increase in building height;
7. Repair and or replacement of retaining walls;
8. Decks thirty (30) inches in height or less; and,
9. Docks in lagoons that comply with established City standards.

SUBMITTAL REQUIREMENTS

All applications for Design Review must be made at the Central Permits Office of the Planning and Building Department, located in Room 190 of City Hall, 2263 Santa Clara Avenue, Alameda, at the same time the building permit application is submitted. A checklist for all submittal requirements is attached to the Design Review application and must be followed.

DESIGN REVIEW PROCEDURES

Once an application is filed, Staff has thirty (30) days to determine whether the application is complete. If the application is incomplete, the applicant will be notified in writing about the part(s) of the application that is incomplete and how the application can be made complete. Upon receipt of any submittal of the application, a new 30-day period will begin, during which Staff will determine the completeness of the application.

For Major Design Review applications, once an application is deemed complete, owners of property within one hundred (100) feet of the property line of the project site must be notified of the application and given ten (10) calendar days from the date of the notice to comment on the proposed project. Public notification and comment is not required for Design Review, but hearings may be held where members of the public express interest in the application. The applicant will be notified in writing of the final decision by Design Review Staff, including any conditions of approval.

PRELIMINARY DESIGN REVIEW PROCEDURES

Preliminary Design Review may be completed for projects requiring Major Design Review prior to applying for a building permit. Preliminary Design Review assists both the applicant and City Staff in resolving basic design issues prior to the expenditure of funds for detailed working drawings. Preliminary Design Review applications must be submitted to the Planning Department, located in Room 120 of City Hall, 2263 Santa Clara Avenue, Alameda. Upon completion of Preliminary Design Review, a Notice of Preliminary Design Review approval will be mailed to the applicant, which must be submitted as part of the building permit application.

APPEALS

Decisions may be appealed to the Planning Boards within ten (10) calendar days after the date of decision. A petition for appeal form must be completed and filed with the Planning and Building Department. A fee of \$122 is required along with the application.



MINOR DESIGN REVIEW CHECKLIST

Address: _____

APPLICATION SUBMITTAL CHECKLIST

All submittal information shall be presented to the Permit Center and shall include this Application Form, all related fees, and any additional required information by the Planning and Building Department. Staff will review the application before it is accepted for submittal. If any of the items below are not included, the application will not be accepted.

DESIGN REVIEW APPLICATION

- ☐ Completed Application Form.
- ☐ Letter of Approval from the Home Owners Association (if applicable).
- ☐ Signature of Property Owner and Applicant on Page 2 of the Application Form.
- ☐ Completed Summary Table.

ALL PLANS include the following:

- ☐ Plan sheets no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.
- ☐ All plans must be folded into packets with each packet containing one set of plans. The packets should be no larger than 9" x 11" in size. **Unfolded plans will not be accepted.**
- ☐ Include north arrow, date prepared, and scale. Acceptable scales are: 1/4"=1', 1/8"=1'. Other scales may be acceptable, but should be discussed with staff before filing.
- ☐ Name and phone number of person preparing the plan.
- ☐ Two (2) sets of plans for Design Review (building permits require additional plans).
- ☐ Approval Stamp/signature and date from Home Owner's Association (if applicable).

SITE PLAN include the following:

- ☐ Location of proposed development.
- ☐ Property lines; plans must show the distance between the face of the street curb and the front property line.
- ☐ Location and dimensions of all existing and proposed buildings.
- ☐ Dimensions of required and proposed front, side, and rear yards.
- ☐ Location of existing and proposed height of walls and fences.
- ☐ Location of drainage ways and access easements (check with the Public Works Department for public utility and access easements).

ELEVATIONS show all structure elevations and are fully dimensioned and prepared to an appropriate scale and include the following:

- ☐ Existing and proposed construction and/or alterations.
- ☐ Direction of building elevation.
- ☐ Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building.
- ☐ Cut sheets/brochures for all proposed windows.
- ☐ Photographs of the exteriors (including windows) being modified.

FLOOR PLAN: Shows all existing and proposed construction and/or alterations and include the following:

- ☐ Fully dimensioned and prepared to an appropriate scale.
- ☐ Ceiling heights of all interior spaces.
- ☐ Rooms labeled for use.
- ☐ Show location of all existing and proposed windows and doors.

MINOR DESIGN REVIEW CHECKLIST

(continued)

Address: _____

PHOTOGRAPHS

- ☐ Project area and adjacent properties.
- ☐ Front elevation and any additional street-facing elevations.
- ☐ Proposed work area.
- ☐ Windows to be replaced.

City of Alameda
2263 Santa Clara Avenue Room 190
Alameda, CA 94501

Planning and Building Department
TEL. 510-747-6850
TTD. 510-522-7538

PLANNING PERMIT APPLICATION

Project Address: _____

Is the property subject to a Homeowners Association? ☐ Yes ☐ No Association Name: _____

Please check all applicable permits.

- | | | |
|--|--|---|
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Use Permit * | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Variance * | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> HAB Certificate of Approval * | <input type="checkbox"/> Planned Development Amendment * | <input type="checkbox"/> Pre-Project Consultation |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Other: _____ |

* Permit requires supplemental application.

Please describe the application request. (Please attach additional sheets if necessary).

NOTE: Please read terms on reverse before proceeding.

Property Owner(s): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

Applicant (if different than property owner): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

Agent (if different than applicant): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

To Be Completed By City Staff

Case Planner/Date: _____ Date Received: _____ APN: _____

Over the Counter? Yes ☐ No ☐ Initial _____ Received By: _____ Zoning: _____

Application #: a) _____ Amount Paid: _____ GP: _____

b) _____ Receipt #: _____

APPLICATION CERTIFICATION, AUTHORIZATION, AND AGREEMENT

PROPERTY OWNER *(Person(s) who own(s) the property).*

I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. Further, I hereby authorize City of Alameda employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

Property Owner's Signature X _____ Date _____

APPLICANT *(Person seeking the permit).*

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application and all the exhibits are complete and correct. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City of Alameda.

For applications subject to a time and materials charge, I hereby agree to pay the City of Alameda all incurred costs for staff time and materials associated with review and processing of the subject project even if the application is withdrawn or not approved. I understand that one or more deposits will be required to cover the cost noted herein at such time as required by the Planning Director to ensure there are adequate funds to cover anticipated time and materials costs. I expressly acknowledge and agree that failure to pay a written invoice for additional funds within 14 days of date of invoice shall constitute the applicant's withdrawal of the application.

Applicant's Signature X _____ Date _____

AGENT *(Person representing the applicant in the permit process).*

I hereby certify that I am the designated representative of the applicant during the permit process.

Agent's Signature X _____ Date _____

Please Note

1. *If form is not completely filled out, application will be considered incomplete.*
2. *Fees are not refundable and payment in no way guarantees approval of application.*
3. *Please make checks payable to the City of Alameda.*



SUMMARY TABLE

Project Address: _____

***To be submitted with all Residential Planning Applications**

ZONING COMPLIANCE FOR RESIDENTIAL DISTRICT _____				
Categories	Standard	Existing	Proposed	✓
Total Lot Area	5,000			
Lot Depth	100'			
Lot Width	50'			
Building Floor Area	----			
Main Building Lot Coverage (%)				
Front Yard Setback				
Rear Yard Setback				
Left Side Yard Setback: 1st/2nd story				
Right Side Yard Setback: 1st/2nd story				
Maximum Building Height				
Number of Stories				
Separation Between Main Buildings	20'			
Accessory Building Size	----			
Separation between Main/Accessory Bldg	Min. 6'			
Height of Accessory Building				
Number of Off-Street Parking Spaces	Min. 2			
Driveway Width				
Total Usable Open Space*				
Common Open Space				
Private Open Space (Ground Floor)	Min. 60 SF			
Private Open Space (Upper Floor)	Min. 120 SF			

* Detached single family dwellings are exempt.



PLANNING & BUILDING

WINDOW SCHEDULE REQUIREMENTS

Site Address: _____

Date: _____

	ROOM	EXISTING WINDOW TYPE	NEW WINDOW TYPE	EXISTING WINDOW MATERIAL	NEW WINDOW MATERIAL	EXISTING SIZE	NEW SIZE	CLEAR OPENING WIDTH	CLEAR OPENING HEIGHT
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									